

J O B A N N O U N C E M E N T

POSITION TITLE: Genetic Testing Supervisor (Non-Bargaining) **PCN:** 084700

DEPARTMENT: Establishment **P. R.:** N11

REPORTS TO: Kimberly Collins, Support Manager

RESPONSIBILITIES: Supervise and train assigned employees. Distribute work, determine work priorities, and ensure prescribed procedures are followed by assigned staff. Provide work direction and resolve unusual circumstances regarding genetic testing. Resolve difficult, unusual, and technical issues.

Review pending and updated legislation and correspondence from the state; record and transmit administrative orders, recessions, and affidavits to the registry. Maintain accurate information, records, correspondence, and updates. Research and resolve conflicts pertaining to birth certificates and may testify in court on behalf of genetic testing procedures for juvenile and domestic courts.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Public Administration, Business Administration, Social Services, or related field with three (3) years of public administration, business administration, social services, or related experience; or any equivalent combination of training and experience.

STARTING SALARY: \$18.14/hour, plus a comprehensive Benefits Package
180 Day Probationary Period

DATE POSTED: Thursday, March 31, 2016

DEADLINE TO APPLY: Wednesday, April 13, 2016

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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